



AIMS II: Automated Information Management Systems

Quick Reference Sheet

System Requirements and Browser Settings:

- An Internet Connection is required to access the AIMS II website.
- Internet Browser:
 - ▶ KDADS only supports AIMS II using Microsoft Internet Explorer's current version (11)
 - ▶ KDADS cannot troubleshoot any issues that may arise using the application with another browser.

Contacts for Questions about:

<u>Application How To's and Login Problems:</u>	<u>AIMS Policies & Guidelines or Registration (new users):</u>
KDADS Help Desk Phone: (785) 296-4987 or (800) 432-3535 E-Mail: kdads.helpdesk@ks.gov	Your KDADS Regional Field Representative Phone: (785) 296-4986 (Topeka) (800) 432-3535 (state-wide) <i>Provide your Field Representative's name if known, otherwise let the operator know what region you are in.</i>

Accessing the Application

1. Go to the KDADS Provider Information website at www.kdads.ks.gov/Provider-home
2. Click on the *Web Apps* link in the black menu bar, under the sunflower banner.
3. Click on the *AIMS II* button on the right side of the Web Applications Information page.
4. Login with your AIMS II application username and password.

Upload a File (Run Validations)

1. Click on **Upload File** in the menu bar.
2. Click on the **Browse...** button to locate and select the EDI file to be uploaded.
3. Click the **Upload File** button.
4. Wait for the validations to run for all records in the file. (You can continue with other work as long as you do not close the AIMS II browser page.)
5. The Data Errors page displays.

Review/Fix Data Errors

If the uploaded file contains no validation failures (data errors):

- the *Validation Errors* report will be empty
- the *Total_Records* and *Valid_Count* columns in the *Uploaded Files* list display the same numbers for that file
- Continue with *Missing Data* steps

If the uploaded file contains any validation failures (data errors):

- the *Validation Errors* report will list each validation that failed
- Refer to the *Validation Errors* report to fix all data errors in the CMHC client application
 - The report can be saved to an external data format (Excel, Word, PDF) or it can be printed
- Export the corrected data to a new EDI file
- Repeat 'Upload a File' and 'Review/Fix Data Errors' steps

Missing Data

The Missing Data report is used to ensure CMHC contractual requirements are met.

The Missing Data report will have a Content Editor that provides a mechanism to enter the missing data from this report directly into the AIMS II database.

This report is not available yet.